



Department of Public Works

Survey Division | Map Team

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MAJOR SUBDIVISION PROCESS AND PROCEDURES

1. **Major Subdivision Map Technical Review/Reversionary Final Map submittal.** This application requires a pre-review of submittal documents. Please e-mail all required submittal documents to ccpwwmapteam@ClarkCountyNV.gov. If the provided documents meet submittal requirements, we will schedule a date for the submittal to be processed and for fees to be paid.

NOTE: All required land use applications must be approved and past the appeal period to schedule technical review appointment.

NOTE: If drainage study and/ or traffic study is required, they must be approved prior to technical review appointment scheduling.

NOTE: If off-sites are required, plans must be submitted prior to technical review submittal.

- a. Submittal Requirements

APPLICATION

ASSESSOR'S MAP: Most recent assessor's maps

TITLE REPORT: Must be from a reputable title company, and be dated less than 6 months at time of submittal.

DEVELOPMENT REVIEW DRAINAGE STUDY: Notice from the Development Review Division indicating conditional acceptance of required drainage study, if required. Not required for Reversionary Final Map Submittal.

DEVELOPMENT REVIEW TRAFFIC STUDY: Notice from the Development Review Division indicating conditional acceptance of required traffic study, if required. Not required for Reversionary Final Map Submittal.

DEVELOPMENT REVIEW IMPROVEMENT PLANS: Shall be submitted prior to the submission of parcel map technical review, if required. Not required for Reversionary Final Map Submittal.

CORPORATE DOCUMENTS: 1 copy of corporate declaration of authority (or equivalent), power of attorney, or signature documentation if the applicant and/or property owner is a corporation, partnership, trust, or provides signature in a representative capacity.

AFFORDABLE HOUSING APPROVAL: Affordable Housing Application/Certification Form approved by Clark County Community Housing Office, if applicable.

CADD DRAWING: e-mailed to pointdata@ClarkCountyNV.gov with verification @ submittal.

FEE: \$600 + \$6 per lot (including common elements)*

NOTE: Follow same process for amended maps

NOTE: All required documents listed above must be attached as a separate PDF for each document.

- b. Within 30+/- days of submittal, the Map Team, Comprehensive Planning Addressing Division, Assessor's Office, and appropriate utility companies will conduct their review and a "technical review letter" will be prepared. The applicant will receive an e-mail containing the "technical review letter" along with any redlines.
- c. Upon completion of corrections from the "technical review letter", you will need to resubmit with a "back check" (see "technical review letter" for submittal requirements). This is an approximate ten day review.
- d. If all corrections are completed, you will receive an e-mail indicating map has been approved subject to requirements. Which could include, but not limited to, off-sites being permitted/bonded.
- e. If all corrections have not been satisfied, then a "back check memo" will be e-mailed with additional corrections needed to proceed. This process will be repeated until all corrections/comments have been satisfied.
- f. If changes are made to the map after staff has reviewed and/or approved, a meeting must occur with staff to ensure changes are acceptable. If accepted, additional fees will be required, and will be treated as a back check. Changes/fees will be accepted up to two times or at the discretion of the Map Team. If not accepted, the map will need to be withdrawn and resubmitted.

2. **Major Subdivision Map Mylar submittal.** This application requires a pre-review of submittal documents. Please e-mail all required submittal documents to ccpwwmapteam@ClarkCountyNV.gov. If the provided documents meet submittal requirements, we will schedule a date for the mylar to be dropped off and for fees to be paid.

NOTE: If off-sites are required, they must be permitted/bonded and required sign off completed for mylar submittal.

NOTE: If any required separate documents or vacation and abandonments are required to record prior to major subdivision map, they must be in a recordable state in order to schedule mylar appointment.

- a. Submittal Requirements

APPLICATION

See Major Subdivision Mylar Checklist for all other submittal requirements.

FEE: \$100 or \$0 for Reversionary Final Map*

- b. Once mylar is submitted, there is a ten day routing of signatures prior to mylar being released to record.

NOTE: During routing of mylar, any required separate documents or vacation and abandonments will be processed and recorded prior to mylar release. Mylar will need to be updated, if necessary, with any recording information from these documents prior to recordation.

NOTE: Once mylar has recorded, notify Map Team via e-mail with recording information.

***Paying Fees**

Online:	Application fees may be paid online with credit card or bank account through Accela Citizen Access (ACA). To utilize this option, ensure that the username or RCI# of the paying ACA account is included in the "Contact" section of the application being submitted. Customers must first create an ACA account and payment must be made prior to 2 PM on the scheduled processing date. Visit our website for further online payment instructions: https://www.clarkcountynv.gov/government/departments/public_works_department/development/acela_citizen_access(aca)-pay_fees.php
Drop-Off:	Fees may be dropped off to the Map Team Counter. Payment must be for the exact amount, in the form of cash or check to Clark County Public Works. To utilize this option, please provide fees at least 1 business day prior to scheduled submittal processing date.
NOTE:	Applications are not deemed accepted until all applicable fees are paid.
NOTE:	For Approved Affordable Housing projects: A fee reduction based on the percentage amount on the Affordable Housing Application/Certification Form will be applied at submittal.